

*Australasian Study of Parliament Group*

**MINUTES OF THE ANNUAL GENERAL MEETING**

**28 May 2004**

**Legislative Assembly Chamber  
Parliament of Western Australia**

**Meeting**

The meeting commenced at 4.35 pm, with the Hon Kevin Rozzoli MLA in the chair.

**Apologies**

Apologies were accepted from Ian McNeill, John Warhurst, and Richard Herr.

**Minutes**

The minutes of the annual general meeting held in Darwin on 18 July 2003 were accepted by the meeting.

(Moved by Paul Reynolds, Seconded by Harry Philips)

**Report of the Secretary/Treasurer**

The report provided by the Secretary/Treasurer was accepted by the AGM.

(Moved by Ken Coghill, Seconded by Anthony Marinac)

The meeting noted that the Executive Committee had established a subcommittee of Hon Kevin Rozzoli, Anthony Marinac and Catherine Parkin to look into the Group's finances, and that the subcommittee would report directly to Chapters in due course.

**Change to Constitution**

The meeting agreed to amend the Constitution. The revised Constitution is attached.

(Moved by David Elder, Seconded by John Mandy)

### **Appointment of Secretary and Treasurer**

The meeting appointed Catherine Parkin as Secretary and Anthony Marinac as Treasurer.

(Moved by John Mandy, Seconded by Ken Coghill)

### **APR Editor**

The meeting noted that Elaine Thompson had been appointed as editor. Two editions were due to be sent out shortly, with the next edition coming out in October.

### **Appointment of Patron**

The meeting noted that the President would approach the Governors-General of Australia and New Zealand about becoming joint patrons of the Group.

### **Projects**

The meeting noted that the Executive Committee had established subcommittees to look at a number of projects, including an index of APR articles, a newsletter, a Group website, a membership flyer, and a membership drive.

### **2005 Conference**

The meeting noted that the venue, date and theme for the 2005 conference were to be advised.

### **Vote of Thanks**

The Western Australia Chapter was thanked by the President for organising the 2004 Conference.

The meeting closed at 4.45pm.

## **AUSTRALASIAN STUDY OF PARLIAMENT GROUP**

### **CONSTITUTION**

(As amended 26<sup>th</sup> May 2004)

#### **NAME**

1. The name shall be the Australasian Study of Parliament Group, hereinafter referred to as 'the Group'.

#### **OBJECTIVES**

2. The objectives of the Group are the encouragement and stimulation of research, writing and teaching about parliamentary institutions in Australasia and the South Pacific in order to generate a better understanding of these institutions. In order to achieve these objectives, the Group should conduct activities with the aim of:

- (a) providing a general forum at least once a year for interaction between academics, staff and members of parliament, and the media;
- (b) maintaining a dialogue between those whose major research interests are in the area;
- (c) facilitating exchange of reports or other useful information on the study of parliament for research and teaching purposes;
- (d) publishing a journal at appropriate intervals which will further these aims;
- (e) informing and educating the general public about parliamentary institutions and legislative processes;
- (f) encouraging appropriate organisations to include in their conferences special sections on parliament and related matters;
- (g) contributing to the process of reform and improvement of parliamentary institutions and the legislative processes;
- (h) providing an avenue for publication of research and other studies, particularly related to parliamentary institutions.

#### **MEMBERSHIP**

3. Membership shall be open to any person with a direct and continuing interest in parliament and parliamentary affairs including members and officers of the National, State and Territory parliaments of Australasia and the South Pacific, library and research staff attached to those parliaments, and journalists, academics and others interested in parliamentary government.

#### **REGISTER OF MEMBERS**

4. The secretary shall maintain a register of members specifying the name and address of each member together with the date on which the person became a member and their financial status.

5. Each Chapter shall maintain a similar register of its own members.

### **ANNUAL MEETING**

6. The annual general meeting of the Group shall be held in association with the annual conference or at such other time as is decided by the Group. A quorum shall be eleven persons.

### **VOTING and DECISIONS**

7. Questions arising at any meeting are to be determined by a majority of the votes of members present at the meeting.

8. Each member present, including the person presiding at the meeting, is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

9. Questions are to be determined on a show of hands; however, a poll by secret ballot may be demanded by the chair or by at least 4 members present in person. If a poll is demanded at a general meeting, the poll must be taken.

### **EXECUTIVE COMMITTEE**

10. An Executive Committee, consisting of a President, Past President, Secretary, Treasurer, Editor and one representative nominated by each Chapter will be elected at an annual general meeting for a period of two years, and shall have full responsibility for the conduct of the affairs of the Group between its annual general meetings subject to such directions as the annual general meeting shall give.

11. The quorum of an executive meeting shall be seven.

12. The Executive Committee may determine that the positions of Secretary and Treasurer may be filled by the same person where administratively appropriate.'

13. A casual vacancy on the executive may be filled by the executive for the unexpired portion of the term of the vacated position and where a Chapter representative that Chapter shall nominate its representative.

14. Chapters may nominate an alternative representative who shall perform the duties of a Chapter representative on the Executive Committee during the absence of the representative.

### **SECRETARY**

15. It is the duty of the secretary to keep minutes of all appointments of office-bearers and members of the Executive Committee, the names of members present at an

executive meeting or a general meeting; and all proceedings at executive meetings and general meetings.

16. It is the duty of the secretary to ensure that minutes of proceedings at a meeting are signed by the chair of the meeting or by the chair of the next succeeding meeting.

### **TREASURER**

17. It is the duty of the treasurer to ensure that all money due to the Group is collected and received and that all payments authorised by the Group be made.

18. It is the duty of the treasurer to ensure that correct books and accounts are kept showing the financial affairs of the Group, including details of all receipts and expenditure connected with the activities of the Group.

19. It is the duty of the treasurer to ensure all returns required by law are lodged on time and the books of account are appropriately audited before each annual general meeting.

### **AUDITOR**

20. An auditor shall be appointed by the Executive Committee and the auditor shall report to the annual general meeting.

**PATRON**

21. The Executive Committee has responsibility to choose a Patron for the Group.

**CHAPTERS**

22. Each State and Territory of Australia, and New Zealand, shall constitute a Chapter of the Group. Each Chapter shall have its own constitution and executive. Chapters are responsible for maintaining membership lists and accounts and will present a report and audited statement of accounts to the annual general meeting.

23. Further Chapters may be admitted by resolution of an annual general meeting.

**ANNUAL CONFERENCE**

24. The Annual Conference shall rotate each year. The Chair shall be nominated by the executive of the Chapter organising the Annual Conference and annual general meeting for that year and be a member of that Chapter.

**FINANCES**

25. Fees payable by members shall be determined by the annual general meeting. The finances of the Group shall be devoted to the objectives of the Group. Audited accounts shall be presented to each annual meeting of the Group. Chapters will be responsible for the collection of fees and shall remit them to the Treasurer on or by 31 March each year.

**NOT FOR PROFIT**

26. The income and property of the Group shall be used and applied solely in promotion of its objects and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members of the Group.

**EDITORIAL COMMITTEE**

27. There shall be an Editorial Committee consisting of one representative of each Chapter that wishes to nominate a member from its jurisdiction together with invited persons nominated by the Editor and approved by the executive. The role of the committee will be to provide assistance and advice to the Editor as requested by the Editor.

**AMENDMENTS**

28. The constitution and rules shall be determined and may be altered only by the annual general meeting provided that twenty-one days' notice in writing has been given to each Chapter.

**DISSOLUTION AND WINDING UP**

29. In the event of the Group being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to an organisation with similar purposes within New Zealand and Australia that is not carried on for the profit or gain of its individual members.